



# Department of Property & Procurement

## Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, SUITE 4, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.777.9587

[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



May 2, 2018

**AMENDMENT #3 RFP-015-2018 (P)** Qualified firm or individual(s) to provide Third Party Fiduciary Oversight and Funds Management Services in the United States Virgin Islands Territory.

**DELETE:** **Attachment 1: Third- Party Fiduciary Reference Form**

**INSERT:** **Revised Attachment 1: Third- Party Fiduciary Reference Form dated 5-2-2018**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

**United States Virgin Islands  
Request for Proposals  
Third-Party Fiduciary Oversight and  
Funds Management Services**

---

**Attachment 1: Third-Party Fiduciary Reference Form**

**THIRD-PARTY FIDUCIARY OVERSIGHT SERVICES**

**Reference Form**

Please provide at least five (5) references for the proposed services that most closely reflect similar consulting projects to GVI's scope of work, which has been completed by your firm within the past five (5)- seven (7) years. Please use the following format in submitting references.

**GENERAL BACKGROUND**

**Name of Government or Agency:**

**Phone:**

**Address:**

**Government Project Manager:** \_\_\_\_\_ **/ Title:**

**Service Dates:** \_\_\_\_\_

**Summary of Project:**

\_\_\_\_\_

\_\_\_\_\_

**Amount of Funds Managed:**

**Number of Employees:**

**PROJECT SCOPE**

**Please indicate (by checking box) processes managed:**

- |                         |                  |   |
|-------------------------|------------------|---|
| (1) General Ledger      | (6) Accounts     | (11) Payroll Receivable/Billing/Cash Receipts |
| (2) Budget Development  | (7) Inventory    |   |
| (3) Projects Accounting | (8) Purchasing   |   |
| (4) Grants Accounting   | (9) Fixed Assets |   |
| (5) Accounts Payable    | (10) Payroll     |   |

**PROJECT COST**